

# **COUNCIL OFFICE**

## **MIDTERM REPORT**

**(2008, 2009, 2010)**

## Serving

Councilwoman Carolyn K. Schexnaydre, At Large, Div. A

Councilman Terry Authement, At Large, Div. B

Councilman Billy Raymond, District I

Councilman Shelley M. Tastet, District II

Councilwoman Wendy M. Benedetto, District III

Councilman Paul J. Hogan, PE, District IV

Councilman Larry Cochran, District V

Councilman Marcus M. Lambert, District VI

Councilman Dennis Nuss, District VII

Parish President V.J. St. Pierre, Jr.

Administration & Departments

# Council Staff

## Supervisors:

Calli Madere, Valarie Berthelot, Nicole Breaux

## Administrative Aide:

Sandra Miguez

## Secretaries:

Penny Duhe, Angela Gaubert

## Council Records Management Clerks:

Monica Williams, Sheila Hymel, Kathy Ayme

## Records Clerk:

Robbie Wilson

## Temporary Clerk from ARC:

Nicole Campbell

# One Staff - Two Divisions

**CLERICAL DIVISION** – handles all correspondence, Council Meeting preparation, has direct communication with Council Members and Constituents, etc.

**RECORDS DIVISION** – handles all research for Council Members and Constituents, houses and maintains all official Parish documents, archives all Meetings on DVD, etc.

# OFFICE HOURS

**The Council Office is open from 7:30 a.m. to 4:00 p.m. to provide quality extended service hours for Constituents and Elected Officials.**

# MISSION STATEMENT

As the Council Secretary my Mission is to provide the best possible service to the Constituents of St. Charles Parish and to the Elected Officials that I am appointed to serve.

Our well qualified Council Staff provides the best possible service; there are no turn over's – years of service – has a history of longevity dedicated in providing quality service to constituents of St. Charles Parish and the Elected Officials.

Since this Council has taken office in January of 2008, the Council Secretary and Council Staff have handled the following from January 2008 to September 2010

72	Regular and Special Meetings (Council Secretary attended)
428	Ordinances
290	Resolutions
216	Proclamations, Recognitions, Memorials Issued
180	Certificates for Recreation Ball Teams
5,012	Complete Agendas & Supplemental Agendas Distributed
873	Regular and Special Meeting Minutes Distributed
3,066	Mail Out Agendas Distributed
2,423	Introductions Distributed
2,520	Audience Agendas
6	Budget Meetings (Organized & Council Secretary attended)



80	Committee Meetings Generated (Council Secretary attended)
3,624	Committee Meeting Agendas Distributed
720	Committee Meeting Minutes Distributed
30, 806	Pieces of Correspondence Forwarded
1,511	Work Requests Processed
1,628	Council Packages Delivered
150	Conference/Convention Registrations
13	Preparation of Town Hall Meetings
7,203	Council Flyers Distributed
32	Signed and Filed Projects (Contract Books)
165	Contract Books Checked and Distributed
27,129	E-mails Sent and Received by Council Secretary
22,140	Number of Telephone Calls (Council Secretary handled)
110,700	Number of Telephone Calls (10 Council Staff Members handled)



The Records Division houses 80% of all Parish Records dating from the 1800's to present day which includes:

- Correspondence – Council & Administrative
- Agendas
- Maps
- Subdivision Records
- Minutes
- Planning & Zoning Records
- Wastewater Records
- Public Works Records
- Waterworks Records, etc.

Since a Records Retention Schedule is requested by the State, the Council Secretary is working with a Representative from the Louisiana Secretary of State's Office to establish a Records Retention Schedule.

The Records Division has an on going Project for scanning & indexing all documents for electronic distribution. All documents are available for purchase at \$0.25 per copy. They also have a map copier/scanner; the cost is \$5.00 per map and we can reproduce maps up to 36 x 24.

### COMPLETED SCANNING:

214,827 Number of Images

\$47,143.28 Cost

12,040 Hours Engaged

788,400 Estimated Pages

33 CD's

155/310 Microfilm/Duplicates

### OUTSTANDING SCANNING:

\$50,000 Estimated Cost

550,800 Estimated Pages

The Records Division has handled over 450 Research Projects for Constituents, *Council* Members, and all Parish Departments.

All St. Charles Parish Council, Committee, and Board Meetings held in the Council Chambers are broadcast live and videotaped onto DVDs, which are available for purchase for \$5.00 per DVD.

INSITE - The Council Office will go on-line in December with Legistar INSITE which is a hosted online open Government solution which instantly provides our citizens with access to and the ability to search enacted legislation, attachments, meeting calendars, agendas, minutes, votes, and more.

The Records Division is a great resource to research the history of St. Charles Parish.

# Additional Duties

HURRICANES – The Council Office is one of the first full Non-Essential Staffs back to assist where needed: Cook meals for other Departments, Give out water and meals to Residents, Assisted Risk Management in evaluation of damage by riding around Parish taking pictures of damage, and help man the phones.

The Council Staff maintains their own Emergency Plan for document restoration.

In the event of an evacuation during Hurricanes or manmade Disasters the Staff maintains their own emergency procedure for Staff Members and Council Members. We remain in constant contact with each other allowing us to reassemble as soon as we are allowed to re-enter the Parish. We maintain a portable disaster Meeting Kit allowing us to be constantly prepared to conduct an offsite Emergency Council Meeting in the event of the necessity.

Legislative Issues - We monitor all Legislative Sessions and the outcome of Bills introduced and enacted allowing us to keep Council Members abreast of new Legislative issues that affect our State and Parish.

Ethics Laws – The Council Secretary attends all meetings pertaining to updates on Ethics Laws enabling her to inform the Parish Council of any Ethics changes.

Council Chambers Calendar - Maintains Calendar of all events held in the Council Chambers including Council Meetings, Council Committee Meetings, Board Meetings, Bid Openings, etc.



Inauguration – 6 months prior we plan, prepare, and organize by contacting numerous vendors, Pastors, Judges, High Schools, Florists, Caterers, Speakers, etc. We strive to host the best Inauguration that we can for the Parish Council and Parish President.

Orientation Workshops – Prior to being sworn into office, numerous workshops are held covering all aspects of Council Members duties, Departments information, tours of the Parish, and meetings covering all other Governmental information. The Workshops are conducted by the Council Secretary and Council Staff.

**Budget Meetings – Three Budget Meetings are scheduled per year. The Council Staff prepares individual Council Members Budgets and Council Secretary's Budget for Council Secretary's Meeting in July with the Finance Department. Council Staff also coordinates distribution of all Boards and Agencies Budgets.**



Town Hall Meetings – Council Staff organizes all Town Hall Meetings by securing location and sending notification to residents and the Council Secretary assists at these meetings when requested.

These are the highlights of some of the Council Staff's Additional Duties.

# Closing Remarks

The Council Staff and myself feel that we go beyond the Call of Duty in helping Constituents, Council Members, Administration, and all Parish Departments.

We strive to help all to the best of our abilities and we look forward to continuing to be of assistance to others as we have in the past.